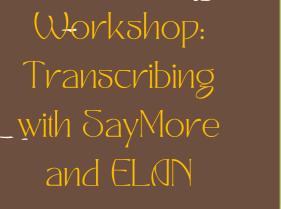
Academy of Language Studies UiTM Cawangan Pulau Pinang













The 12th Malaysia International Conference on Languages, Literatures and Cultures (MICOLLAC 2023) was organised by the Department of English, Faculty of Modern Languages and Communication, Universiti Putra Malaysia from 1 – 3 August 2023. Before the three days research presentations, a series of pre-conference workshops were conducted virtually in July 2023 to discuss important and timely topics indepth. Overall there were a total of five two-hour sessions of pre-conference workshops. One of the academics - Seng Hui Zanne from APB UiTM Pulau Pinang was invited as a speaker to conduct a pre-conference workshop on 28 July 2023 from 10a.m. to 12p.m. In the workshop, participants were introduced to two annotation tools - SayMore and ELAN - that can support manual transcription. SayMore is a free tool that assists in language documentation projects. Some features in SayMore allow users to manage metadata and the workflow of a project by keeping track of information about the project, people and recordings. Transcription and translation can be easily and directly done in SayMore with the automatically segmented audio.

In addition, ELAN is a free software for annotating audio and video recordings. With ELAN, users can create text annotations on audio or video recordings. The annotations can be a transcription, a translation, a word, a sentence or any description of the recordings. The annotations can be created in multiple layers and timealigned. The workshop focused on the step by step process transcription with SayMore and ELAN.



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